



## Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 327-7977 FAX: (916) 327-6245

[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!  
Close to Bus Routes, Light Rail, & Parking Garages*

**Associate Governmental Program Analyst (\$4255-\$5172/month) or**

**Staff Services Analyst (\$2724-\$4300/month)**

**Multiple Permanent/Full-Time Vacant Positions**

**Location: Downtown Sacramento**

**Position Number: 443-300-5393-xxx**

**Job ID Number: 06-052**

**Final Filing Date: Until Filled**

**Bilingual Skills Desired (Spanish or Asian languages)**

### **General Statement of Duties:**

This is a journey level position which performs the more technical analytical assignments independently and sometimes as a member of a team, such as program evaluation and planning, policy analysis and formulation, systems development, budgeting, planning, management, and personnel analysis. Studies the principles and techniques of the area of work to which assigned and under supervision, applies them. Participates in analytical studies of organization, procedures, budgetary requirements, and personnel management. Gathers, tabulates, and analyzes data; draws organization, workload, and other charts. Meets and consults with Board management and employees, and others to give and secure information; prepares reports and makes recommendations on procedures, policies, and program alternatives. Reviews and analyzes proposed legislation and advises management in areas of average complexity. Works as a Board representative in intergovernmental negotiations and prepares correspondence.

Reports directly to the Staff Services Manager I, Eligibility, Enrollment, and Marketing Division.

### **Specific duties include, but are not limited to, the following:**

- Conduct research and adjudicate the more complex HFP subscriber appeals of eligibility, enrollment, and effective date of coverage decisions. Maintain a larger caseload as compared to Staff Services Analyst. Develop written recommendations to management of the appeal decision. Develop the supporting case file, in consultation with legal staff, for appeals that escalate to a review by an Administrative Law Judge from the Office of Administrative Hearings. Provide support for adjudication of appeals and hearings for the AIM Program and MRMIP.
- Develop and monitor eligibility and enrollment policies and procedures, program operations and program notices for compliance with state and Federal standards and Board policy. Manage complex projects requiring the individual to lead a team and the project with little supervision. This may include on-site monitoring of the administrative vendor.

- Extensive interpretation of state and Federal eligibility statutes, regulations, policies and guidelines to the HFP administrative vendor, enrolled subscribers, and the general public. Provide support for these functions for the AIM Program and MRMIP.
- Represent the MRMIB in statewide outreach efforts in small and large group settings. Including public speaking about the AIM Program, HFP and MRMIP. Review, edit, and make recommendations on outreach and program materials for distribution to the general public and HFP applicants. This may include HFP and MRMIP Open Enrollment and handbook updates and updates to the AIM handbook. Provide support for the review of HFP health, dental, and vision plan marketing plans.
- As assigned, attend Board meetings and make technical presentations to the Board on eligibility and enrollment policies and issues.

#### **Other Expectations:**

- Effectively communicate orally and in writing with management, co-workers and the public.
- Ability to multi-task and meet deadlines.
- Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Demonstrates the ability to work independently as well as a member of a team.

#### **Who May Apply:**

Individuals at the Associate Governmental Program Analyst or Staff Services Analyst levels or who have list or reinstatement eligibility to these classifications may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees.

Interested parties should submit a Std. 678, State Application (available at [www.spb.ca.gov](http://www.spb.ca.gov)), with Job ID Number **06-052** and Position Number **443-300-5393-xxx (AGPA)** or **443-300-5157-xxx (SSA)** written in Section 12 of the application, to:

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Julia McLean – Personnel**

#### **Final filing date: Until Filled**

If you have questions regarding this information, contact Ms. McLean at (916) 323-4138 or via email at [jmclean@mrmib.ca.gov](mailto:jmclean@mrmib.ca.gov).

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*